



# Lovejoy FallFest

## Vendor Application

### Festival Rules & General Information

**Festival Date: September 9, 2017**

**Festival Operating Hours: Saturday, 1PM to 9 PM**

**Setup:** You may begin to set up your booths at 9am Saturday morning. You must be ready by 12:30PM.

**Breakdown:** You must begin dismantling your area immediately following the conclusion of the event. You must be finished by 10 pm. You may not begin dismantling your booth before the event is over.

**Space Fee:**

**Early Registration:** \$50.00- Before July 28

**Late Registration:** \$75.00- July 29 – Aug 25

**Deadline for Application:**

**July 28, 2017-** Early Registration Deadline. Only Early Registrants will be featured on programs, website, or printed material.

All applications must be submitted by **August 25, 2017** – Failure to return the application by the deadline will result in the loss of your opportunity to participate in the festival. ***Absolutely no late or day-of-event applications will be accepted.***

**Space Usage Rules:**

- There are a limited number of spaces available for the festival; it is wise to return your application as soon as possible.
- This is an outdoor festival and will take place rain or shine.
- Your application must specify in detail all goods to be sold at your booth.
- **All vendors must have a tent.**
- Applicant is responsible for providing their own tent and tables.
- The person signing the application must be present at the booth and is responsible for all activity at their booth during the festival.
- Business Name and Booth Number must be clearly displayed in a conspicuous location at your booth at all times.
- Each applicant shall respect the boundaries for the spaces designated by the city and their neighbor.
- The city is not responsible for any lost, damaged or stolen items during or after the festival.
- The city reserves the right to prohibit the sale of inappropriate/counterfeit items at the discretion of the festival staff. This includes but is not limited to items which display offensive or obscene language and/or graphics, alcoholic beverages, or any such product or services that does not properly represent the vision of the city.
- Vendor must remove all trash, including cooking oil/grease. No grease or gray water is to be poured onto the ground or down any drains. Anyone found doing this will be required to leave the event. You will be responsible for any & all environmental cleanup costs & subject to prosecution by city or state officials.
- Trash: Vendors are responsible for collecting & properly disposing of all trash within your sales location.
- The festival staff may require removal of items that violate any festival rules.

**Application Acceptance/ Cancellations:** If your application is accepted, you will receive your confirmation and check-in instructions via email by September 8, 2017. All cancellations must be made prior to August 25, 2017. Any cancellation made after this date will not receive a refund. A \$25 cancellation fee will apply to all cancellations.

**Parking:** Please limit parking to no more than two vehicles per booth.

**Electricity/ Water:** THESE SERVICES ARE **NOT** PROVIDED BY THE CITY. **Plan ahead to provide your own alternate sources.**

**Alcohol:** Alcoholic beverages are not allowed in the show areas.

**Pets (Animals):** Pets and animals must be leashed. Any animal deemed to be a threat must leave the premises

**Sales Tax:** You are required to collect and report your own sales tax. Clayton County is seven percent (7%).

# FOOD SERVICE REGULATIONS

Rules as set forth below are based on the standards of the Clayton County Board of Health and will be implemented by the City for the purpose of this event only. CCBOH is not responsible for processing any applications, providing inspections, nor are they a participant in the Lovejoy Fallfest.

## Food Supplies:

Food shall be in sound condition, free from spoilage, filth, or other contamination and shall be safe for human consumption.

## Food Protection:

1. At all times, including while being stored, prepared, displayed, served, or transported, food shall be protected from potential contamination, including toxic materials, dust, insects, rodents, unclean equipment and utensils, unnecessary handling, cross contamination, coughs and sneezes, etc.
2. The temperature of potential hazardous food shall be 41° F (5° C) or below, or 140° F (60° C) or above at all times, except as otherwise provided in this Regulation.

## Food Storage:

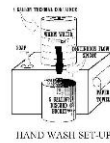
1. Food, whether raw or prepared, if removed from the container or package in which it was obtained, shall be stored in an approved, clean, and covered container except during necessary periods of preparation of service. Food should not be stored on the floor.
2. Storage of packaged food in contact with water or undrained ice is prohibited. Wrapped sandwiches shall not be stored in direct contact with ice.

## Food Preparation:

1. Food shall not be prepared (mixing, slicing, chopping, etc.) in the food booth. Food handling should be conducted with least possible manual contact using suitable utensils. (No Bare Hand Contact)
2. Food-contact surfaces of equipment shall be protected from contamination by consumers and other contaminating agents. Effective shields for such equipment shall be provided, as necessary, to prevent contamination.

## Hand Washing Set-Up:

1. Provide a water container with a dispensing spout or drain valve.
2. Provide liquid soap pump dispenser.
3. Provide paper towels.
4. Provide a bucket to catch wastewater.



## Food Transportation:

1. During transportation, food and food utensils shall be kept in covered containers or completely wrapped or packaged so as to be protected from contamination and spoilage.
2. During transportation, potentially hazardous food shall be maintained at 41° F or below for cold foods or 140° F or above for hot foods.

## Personal Hygiene:

1. Employees shall thoroughly wash their hands and the exposed portions of their arms with soap and warm water before starting work, during work as often as is necessary to keep them clean, and immediately after using tobacco products, eating, drinking, using the toilet, or being potentially contaminated by other means.
2. Approved measures should be taken to prevent perspiration from contaminating foods, food contact surfaces, equipment and utensils.
3. Employees preparing, handling and serving food shall use effective and clean, disposable or easily cleanable nets or other hair restraints approved by the health authority, worn properly to restrain loose hair.
4. Employees shall not use tobacco in any form while engaged in food preparation or service, nor while in areas used for equipment of utensil washing or for food preparation.

## Water Supply:

1. When food is prepared on the site, a system capable of producing enough hot water for cleaning and sanitizing utensils and equipment shall be provided on the premises.
1. Enough potable water for the needs of the food service establishment shall be provided from an identified source.
2. Potable water servicing equipment shall be installed according to law and shall be stored and handled in a way that protects the water equipment from contamination.

**Sewage:** All sewage, including liquid waste, shall be disposed of by a public sewage system or by a sewage disposal system constructed and operated according to applicable State or local plumbing code as amended.

**Toilet Facilities:** Toilet facilities for food service employees shall be provided by the City.

**Lavatory Facilities:** A convenient handwashing facility shall be provided by the City for employee handwashing. This facility shall consist at least; warm running water, soap, and individual paper towels.

**Garbage and Refuse:** Garbage and refuse shall be kept in durable, easily cleanable, insect-proof, and rodent proof containers that do not leak and do not absorb liquids. A sufficient number of garbage containers will also be provided by the City.

## Misc:

1. Food service operation shall be physically and functionally separated from facilities or areas used for other purposes.
1. All single service forks, knives, and spoons must be prewrapped unless they are provided with the plate of food from the server.
2. Self-serve condiments are to be covered or sealed in individual packets.
3. Wiping cloths should be stored in a bucket of sanitizer (for example, 1 capful of household bleach in 2 (two) gallons of water. Changing the solution every 2 hours is recommended.
2. Do not attempt to heat foods over a sterno, or in steam tables, crock pots, or other hot holding devices. Only reheat foods to above 165 F within 30 minutes.
3. The City may impose additional requirements to protect against health hazards related to the conduct of the food service establishment as a mobile operation, may prohibit the sale of some or all potentially hazardous food.
4. All animals are prohibited from inside food booths.

Booths where cooking, portioning, or preparing of food occurs must be completely enclosed with walls, ceiling, and cleanable floors structurally sound. Asphalt and concrete are acceptable floor surfaces for street fairs. Booth walls may be constructed of plywood, canvas, fish-mesh fly screening, or standard tent walls. Construction materials must be fire resistive or flame retardant.

For food operations with adjoining BBQ facilities, a pass-thru window or door is recommended.

**NON-FOOD VENDOR APPLICATION**

***(Please print legibly)***

Contact Name: \_\_\_\_\_

Vendor/Business Name: \_\_\_\_\_

(Print exactly as it should appear on signage/promotional material)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of Vehicles: \_\_\_\_\_

Number of Staff: \_\_\_\_\_

Business License Number (If Applicable): \_\_\_\_\_

County and State of Business \_\_\_\_\_

Insurance Provider: \_\_\_\_\_

**Exhibit Categories:** (Check all those that apply)

- Crafts                      Apparel/Accessories                       Home Goods                       Toys/Children's Products
- Floral/Plants                       Information                       Other \_\_\_\_\_

**List all items to be sold/displayed:**

Item	Price	Item	Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Will your booth utilize any of the following?**

Generator: Yes No                      Trailer: Yes No

# FOOD VENDOR APPLICATION

*(Please print legibly)*

Contact Name: \_\_\_\_\_

Vendor/Business Name: \_\_\_\_\_

(Print exactly as it should appear on signage/promotional material)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of Vehicles: \_\_\_\_\_

Number of Staff: \_\_\_\_\_

Business License Number (If Applicable): \_\_\_\_\_

County and State of Business \_\_\_\_\_

Insurance Provider: \_\_\_\_\_

Restaurant Permit # \_\_\_\_\_

Serve Safe Certified? \_\_\_\_\_ (please attach copy of permit or serve safe certificate to this application).

- Categories:**
- Beverages (Lemonade, Slushies, etc.)       Desserts (Funnel Cakes, Pastries, Fried Oreos, etc)
  - BBQ (Pulled Pork, Chicken, Ribs, etc)       Concessions (Chips, Water, Sodas, unprepared snacks)
  - Prepared Foods (Hamburgers, Hotdogs, Fried Fish, etc)

**List all menu items:**

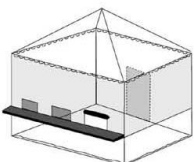
*The City of Lovejoy reserves the right to ask you to adjust your items to reduce duplication at the event.*

Item	Price	Item	Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Will your booth utilize any of the following?**

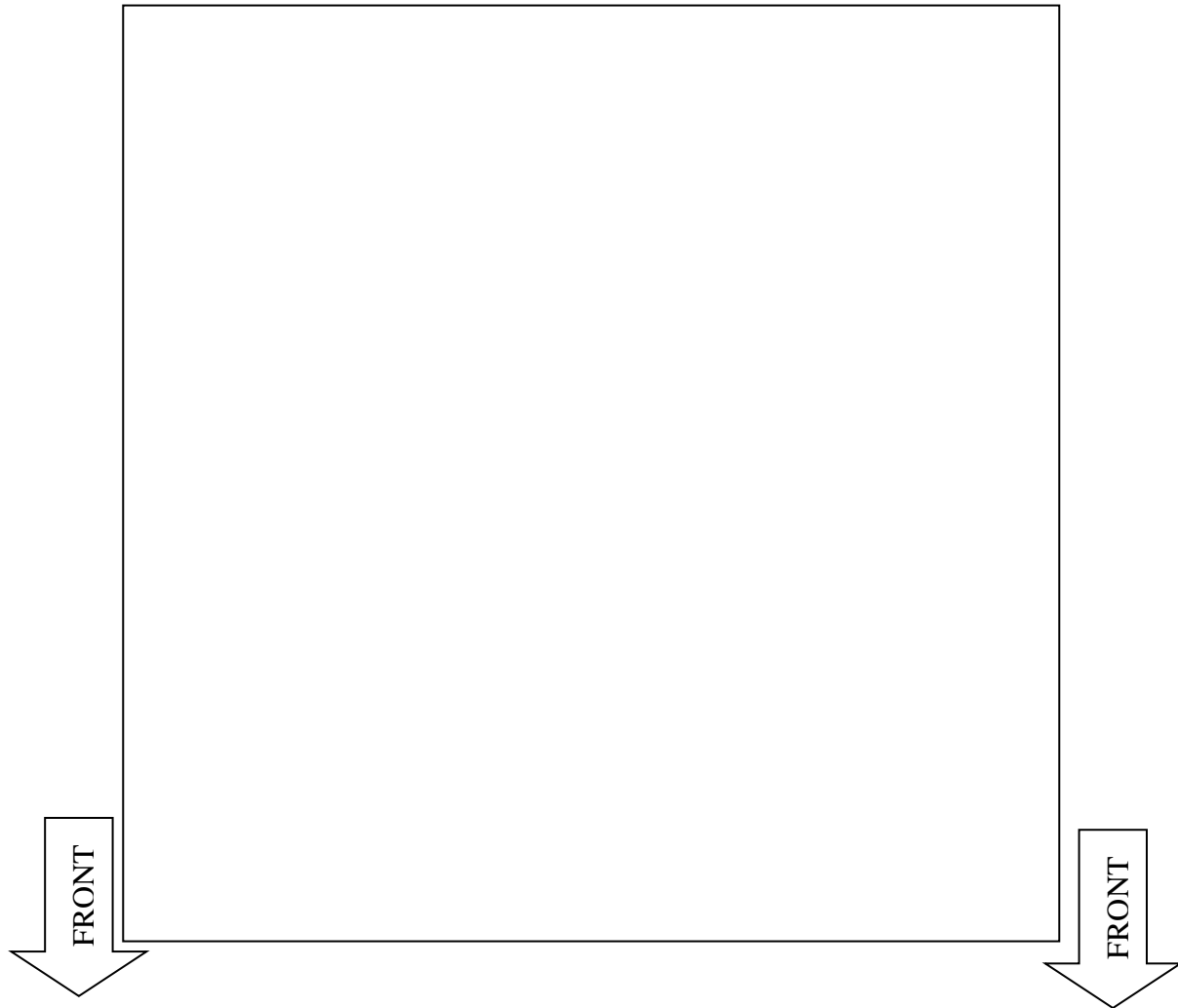
Generator: Yes No      Grill: Yes No      Food Truck: Yes No      Trailer: Yes No

## Recommended Booth Set Ups for Food Service Vendors

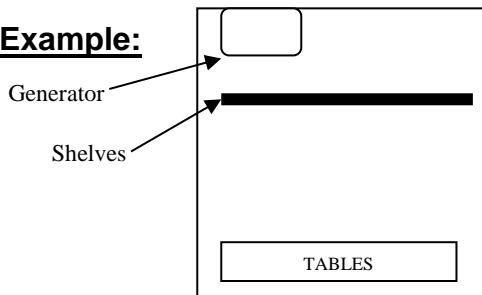


**BOOTH DIAGRAM**  
**(must be submitted by ALL vendors)**

Include all of the following in your diagram: tables, grills, generators, signage, trailers, dimensions, other fixtures to be used in your booth. Diagram must be accurately labeled.



**Example:**



**ADDITIONALLY, YOU MUST PROVIDE A PHOTO OR SKETCH OF YOUR BOOTH SET UP WITH YOUR COMPLETED APPLICATION.**

The information provided will be used to determine your application acceptance. Any changes to your exhibit must be submitted to the festival staff for approval prior to August 25, 2017.

I do hereby release, acquit and forever discharge the City of Lovejoy, GA., its agents, servants, successors and assigns and all other persons, firms and corporations from any and all actions, causes of action, claims, demands, damages, cost, loss of service, expenses and compensations, which I may accrue, arising out of any events taking place before and after September 9, 2017 or otherwise connected with the 2017 Lovejoy Fallfest. This release extends and applies to, and also covers and includes, all known, unforeseen, anticipated, and unsuspected injuries, losses and liability and the consequences thereof on the grounds of the City of Lovejoy during the Lovejoy Fallfest. I understand that any violation of the terms of this application or the instructions of the rules and regulation set forth by the City of Lovejoy / Lovejoy Fallfest and its elected staff, may result in the rejection of any future applications submitted.

I have read and fully understand the Release Agreement as stated above.

I have read the Rules and Regulations as stated and agree to abide accordingly.

\_\_\_\_\_  
Signature (Exhibitor/Authorized Agent)

\_\_\_\_\_  
Date

**Return your completed application with payment. *No applications will be accepted without payment.***

**In Person:** Lovejoy City Hall, 2296 Talmadge Rd., Lovejoy, GA 30250

**By Mail:** Lovejoy City Hall, PO BOX 220, Lovejoy, GA 30250

**Payment Methods:** Cash, Check (Early Bird Registrations Only- before July 28, 2017), Credit Card  
Please make all checks payable to "City of Lovejoy".

### Credit Card Payments

Name on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_      CCV: \_\_\_\_\_      Billing Zip: \_\_\_\_\_

I authorize the City of Lovejoy to charge the amount of \$\_\_\_\_\_ to my card for payment for the Lovejoy Fallfest.

Signature of Authorized Holder \_\_\_\_\_

If you have any questions please City Hall 770-471-2304.

#### For Office Use Only

Date Received: \_\_\_\_\_

\_\_\_\_ Application Approved      \_\_\_\_ Application Denied: \_\_\_\_\_